

## Trivium Associates LLC Employee Manual

Thank you for joining Trivium Associates, Inc. We consider the employees of Trivium Associates to be our most valuable resource. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Neither this handbook nor any other Company document, confers any contractual right, either express or implied, to remain in the Company's employ. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

### **EQUAL EMPLOYMENT OPPORTUNITY**

All employment decisions at Trivium Associates are based on qualifications and abilities. Trivium Associates does not discriminate in employment opportunities or practices on the basis of color, religion, sex, race, national origin, age, disability, or any other characteristic protected by law.

Trivium Associates will make any reasonable accommodation for qualified individuals with known disabilities, except where doing so will cause undue hardship.

All employees with questions or concerns about any type of discrimination are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department of the company. Concerns may be raised by an employee without fear of reprisal. Any person engaging in unlawful discrimination, of any kind, is subject to disciplinary action. This discipline may include termination of employment at Trivium Associates.

### **IMMIGRATION LAW COMPLIANCE**

Trivium Associates provides employment and advancement opportunities to all United States Citizens and resident aliens that are lawfully authorized to work in the USA. We do not discriminate in employment opportunities or practices on the basis of national origin or citizenship except as required by law. In order to comply with the Immigration Reform & Control Act of 1986, each new employee must complete the Employment Eligibility Verification Form I-9. The employee must present the required documentation of identity and employment eligibility. Re-hired employees must complete this information if it is not on file. This requirement is a condition of employment at Trivium Associates.

### **ACCOMMODATION OF DISABILITIES**

Trivium Associates offers equal employment and advancement opportunities to all individuals in accordance with the Americans with Disabilities Act (ADA) and other federal, state and local laws. Trivium Associates does not discriminate employment and advancement opportunities to all individuals in accordance with the Americans with Disabilities Act (ADA) and other federal, state and local laws. Trivium Associates does not discriminate in employment opportunities or practices for qualified persons on the basis of disability. Pre-employment inquiries are only made to confirm an applicant's ability to perform the necessary duties of the position.

Where a disability affects an employee's performance of job functions, reasonable accommodations will be made except in situations that may cause the company undue hardship. Employment decisions are based on the merits of each situation in accordance with defined specifications. The disability of the employee is not considered. Qualified persons with disabilities are entitled to, and receive, equal pay and other forms of compensation. Job assignments, classifications, job descriptions, seniority and promotions are made without regard to disability.

Trivium Associates will not discriminate against any qualified applicant or employee because of relationship to or affiliation with a disabled person. All employees with questions or concerns about the ADA or other disability related issues are encouraged to contact the Human Resources department. Concerns may be raised by any employee without fear of reprisal.

## **UNLAWFUL HARASSMENT**

Trivium Associates is committed to providing a work place free of discrimination and unlawful harassment. Inappropriate actions, jokes, emails, comments or improper activities based on any individuals race, ethnicity, age, religion, sex, or any other legally protected characteristic will not be tolerated. Harassment is a type of employee misconduct. It is demeaning to another person and has a negative impact on the performance of work related functions. Harassment is strictly prohibited by Trivium Associates.

Any employee or officer of the company that engages in unlawful harassment is subject to disciplinary action, up to and including termination for cause.

Any supervisor that becomes aware of any type of harassment is required to immediately notify the Human Resources department. The Human Resources department will take immediate corrective action, and handle the situation in an appropriate manner.

Any employee with questions or concerns about any type of harassment is encouraged to contact the Human Resources department. Concerns may be raised by any employee without fear of reprisal.

## **SEXUAL HARASSMENT**

Trivium Associates does not condone or approve of any type of sexual harassment. Trivium Associates is committed to providing a work place free of this type of activity. Inappropriate actions, jokes, comments, or improper activities based on any individual's sexual preference will not be tolerated. Sexual Harassment is a form of misconduct. It is demeaning to another person, and has a negative impact on the performance of work related functions. Sexual Harassment is strictly prohibited at Trivium Associates.

Any employee or officer of the company that engages in sexual harassment is subject to disciplinary action, up to an including termination for cause.

Any supervisor that becomes aware of any type of harassment is required to immediately notify the Human Resources Department. The Human Resources Department will take immediate corrective action, and handle the situation in an appropriate manner.

If an employee feels he/she has been a victim of Sexual Harassment, it should be reported to his/her supervisor. If the employee does not feel comfortable reporting sexual harassment to a supervisor, the employee may report the alleged harassment to the Human Resources Department.

Any employee with questions or concerns about any type of Harassment is encouraged to contact the Human Resources Department. Concerns may be raised by any employee without fear of reprisal.

## **DRUGS AND ALCOHOL IN THE WORK PLACE**

Trivium Associates has a very strict drug and alcohol program. In order to maintain a safe and productive work place, Trivium Associates forbids the use, possession or consumption of illegal drugs at all times and alcohol on company premises or during the employees scheduled work hours, including approved travel time, or at any time that affects performance for the company. Trivium Associates has zero tolerance for the misuse of illegal

substances of any kind as defined by law. Any employee failing a drug test at any time and for any reason during employment is subject to disciplinary action up to and including termination. A "positive" test may be confirmed at the request of the employee, utilizing an alternative laboratory screening technique. An undisputed "positive" test may be cause for denial of Workers Compensation claims and/or discipline, up to and including termination of employment. Refusal or failure to test is considered the same as a "positive" test.

While Trivium Associates will support the legitimate attempts of employees to eliminate the use of all illegal drugs and over consumption of alcohol, any employee who exhibits signs of drug abuse or intoxication while representing the company is subject to reasonable suspicion testing as well as disciplinary action up to and including termination for cause. You have the right to obtain written results, and to explain a positive result (including use of prescription or non-prescription drugs or other relevant medical information) to a Trivium Associates representative in a confidential setting.

## **PAYDAY**

A pay period is a seven (7) day period of time that begins on Monday and ends on Sunday. Employees are paid on the next Friday, following the end of each pay period. An electronic funds transfer (EFT a.k.a. Direct Deposit) option is available to all employees as a means to receive their compensation.

## **WORKDAY AND WORKWEEK AND PAYPERIOD**

A workday is defined as a consecutive 24-hour period that begins at 12 AM each day. A workweek is defined as a fixed and regularly recurring period of 98 hours (seven 24 hour periods) that begin at 12 AM each Monday. Calculations for overtime pay are based on these definitions and are paid for time worked over forty (40) hours per workweek.

## **REPORTING OF HOURS WORKED/TIMECARDS**

Each week you will be presented a timecard for your review. It is required that you review this timecard for accuracy before submitting. Any changes in hours or other earnings to a signed timecard will be delayed to the following pay period.

Your timecard is due every Monday by 12:00 PM. Late timecards are at risk of delaying your paycheck resulting in a loss of your direct deposit for the pay period.

## **SEPARATION**

Trivium Associates is an employment "at-will" organization meaning either the employee or the company may separate employment at any time for any reason or for no reason.

Trivium Associates recognizes that employment separation is a part of personnel activity in any organization. Most of the separations are routine. The usual types of separations are:

**Discharge** – Involuntary separation of employment performed by Trivium Associates. Discharge may be for cause or for lack of work (lay-off.)

**Resignation** – Voluntary separation of employment for any reason by the employee.

THE FOLLOWING GUIDELINES MAY BE APPLIED AT THE DISCRETION OF Trivium Associates:

## **IMMEDIATE DISMISSALS/MISCONDUCT**

Any employee whose conduct, actions or performance violates or conflicts with Trivium Associates policies may be terminated immediately and without warning.

The following are some examples of grounds for immediate dismissal of an employee:

- Breach of trust or dishonesty
- Conviction of a felony

- Willful violation of an established policy or rule
- Falsification of Company records
- Gross negligence
- Insubordination
- Violation of the Anti-Harassment and/or Equal Employment Opportunity Policies
- Time card violations
- Undue and unauthorized absence from duty during regularly scheduled work hours
- Deliberate non-performance of work
- Larceny or unauthorized possession of, or the use of, property belonging to any co-worker, visitor, or customer of Trivium Associates
- Unauthorized possession of dangerous weapons on the premises
- Unauthorized posting or removal of notices from bulletin boards
- Excessive absenteeism or lateness
- Failure to call or directly contact your supervisor when you will be late or absent from work
- Fighting or serious breach of acceptable behavior
- Violation of the Alcohol or Drug Policy
- Theft

This list is intended to be representative of the types of activities that may result in disciplinary action. It is not exhaustive, and is not intended to be comprehensive and does not change the employment-at-will relationship between the employee and the Company.

## **PAYROLL DEDUCTIONS**

You are probably familiar with the various payroll deductions that are required by law, such as federal income tax, state income tax, state disability insurance and social security tax. Any other deductions from your paycheck must be authorized by you, in writing. The company complies with applicable state and federal laws regarding the garnishment and assignment of wages. Each of your paycheck stubs will itemize amounts that have been withheld. It is important that you keep this information for tax purposes. If you have any questions about your deductions, please talk to your supervisor or the Human Resources Department.

## **BACKGROUND POLICY**

Business necessity may require that Trivium Associates perform certain types of background checks up to and including criminal, credit, and motor vehicle records for any position that may involve the employee in any activities directly affecting the company, customers, current employees, vendors, etc. Such activities include but are not limited to: Customer relations, organizational operations, purchasing, job costing, bidding, safety sensitive task etc. Background checks will be performed only after a contingent offer is presented to the applicant. Subpar records do not necessarily disqualify an applicant but may limit the ability for the company to match the applicant with the exact position being applied for.

In cases where a subpar record is presented as a result of the background check investigation an individualized assessment will be conducted by the HR department. HR will review the relevant conduct or behavior and determine whether the behavior is acceptable for the position being applied for.

In the event a criminal history exists Trivium Associates management and the HR department will conduct an individualized assessment. Within this assessment Trivium Associates will consider the following:

- The nature and gravity of the offense.
- Time since the offense occurred or completion of any sentence directly associated.
- The nature of the job applied for.
- Relevant conduct underlying the offense.

If it is determined that an applicant has withheld or falsified information about any of the above records they will be

immediately disqualified for employment.

## **SAFETY**

It is Trivium Associates intent to provide a safe and healthy workplace for all employees, and to eliminate work-related injuries and illnesses. The priority of workplace safety and health is of such importance that it will take priority over operating efficiency and productivity whenever necessary.

The company has established a comprehensive safety program that includes training and instruction for employees concerning safe and healthy work practices, as well as systems for investigating work-related injuries and illnesses, identifying and evaluating hazards in the workplace and correcting unsafe working conditions.

Employees are expected to comply with the requirements of the Company's safety program at all times. Employees who fail to comply may be subject to disciplinary action, up to and including possible termination.

## **CELL PHONE USAGE**

The use of cell phones or other hand held devices and any functions there-of (such as messaging/texting, checking email, cameras, etc.) for business while driving is strictly prohibited. This policy applies regardless of whether the employee is driving a company owned vehicle or driving in his or her own vehicle, and regardless of whether the employee is using a company-owned cell phone or his or her own personal cell phone or other type of hand held device. Many recent studies have demonstrated that the use of cell phones while driving significantly increases the risk of vehicle accidents, and that this risk is not reduced or eliminated by use of hands-free devices. Employees are to utilize the functions of a cell phone or other handheld device before and after driving. If the need is so great that a cell phone call or other function must be used while in transit you are to pull over to a safe location and only then are you allowed to use such devices. The company is not responsible for any violation of this policy by an employee.